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Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Budget)
Type of vacancy: Single
Opening date: November 8, 2015
Closing date: November 22, 2015
Work hours: 40 hours (Full time)
Position Grade: FSN-10

Vacancy announcement #: USAID/306/16/10/OAG

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan is seeking applications from qualified Afghan Nationals to provide personal services as a **Project Management Specialist (Budget)** under a personal services contract described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The FSN position is located in the Programs and Policies Unit (PPU) of the Office of Agriculture (OAG) and is based in Kabul. The OAG portfolio seeks to promote a vibrant and prosperous agriculture sector. It focuses on increasing agricultural productivity and agricultural incomes, enhancing food security, and providing viable economic alternatives to opium poppy cultivation. The portfolio consists of over \$880 million in nearly two dozen active and planned projects.

The incumbent serves as the Project Management Specialist (PMS) – Budget and, in that capacity manages, and is the primary point of contact, for the agriculture portfolio budget in OAG. The incumbent works under the direct supervision of the PPU Team Leader and is a member of a five-person team. The incumbent is responsible for all facets of the agriculture budget process. Duties are of medium scope and high complexity, requiring specialized knowledge of USG programming, as well as budget policies, procedures, and documentation. The incumbent is expected to liaise with, support, and brief the OAG management and technical staff, and works closely with the Office of Program and Project Development (OPPD), the Office of Acquisition and Assistance (OAA), the Office of Financial Management (OFM), the Office of Management (OM), and the USAID Front Office on financial and budget management issues concerning the Mission's agricultural program. The incumbent supervises the Project Management Assistant-Budget (Agriculture).

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent is directly responsible for a variety of complex budgetary and financial analytical duties in support of the entire agriculture portfolio. In this capacity, the incumbent is involved in budgetary allocation decision-making by OAG senior management, including budget planning. The incumbent may also be involved in program design, implementation, performance reporting, and, when necessary, in program/policy coordination with other USG agencies and donors involved in the agriculture sector.

This position requires strong leadership, management, and analytical skills, as well as good judgment, and an ability to work independently. The incumbent must ensure that the agriculture program activities are designed, managed, and implemented to achieve the Agency's goals and objectives, within U.S. legislative mandate(s) and financial resource constraints.

A. Budget Management and Reporting

The incumbent works independently in managing the agriculture budget. The incumbent is responsible for the accuracy of OAG's budget, and monitors the status of funds allocation by USAID/Washington to the Mission. The incumbent monitors OAG's budget planning and implementation in accordance with the requirements of congressional notification of funds and approved operational plan. The incumbent is responsible for the maintenance of a large, multi-faceted financial database that records all obligations, commitments, and available funds for the agriculture portfolio. The accuracy of this database is essential to the effective management of that portfolio, including the effective programming of available funds and the planning for future resource obligations. This database must be routinely updated, based on resource allocations and expenditures, programmatic decisions made by OAG's leadership, and changes in funds availability. The incumbent plays a significant role in ensuring that the available funds are allocated optimally among competing budgetary priorities, and actively participates in budget allocation discussions with OAG leadership. The incumbent works closely with OPPD and OFM to ensure that, with respect to the agriculture portfolio, the budgetary databases maintained by these Offices (OPS-Master for OPPD and Phoenix for OFM) are consistent with the OAG budget and up-to-date. The incumbent works closely with these offices to reconcile any differences.

The incumbent tracks the execution of the OAG budget, coordinating with and supporting OAG Agreement Officer's Representatives (AORs) and Contracting Officer's Representatives (CORs) and/or activity managers in making funding allocations in a timely and optimal manner and in accordance with the Agency's forward funding regulations. On a routine basis, the incumbent provides regular and comprehensive analysis of the agriculture budget to the OAG Director, Team Leaders, OPPD, and the Mission's Front Office. This analysis may include emerging trends and potential problems, as well as the budgetary and program implications of proposed budgetary allocations. Using independent judgment based on his/her analysis, the incumbent draws up conclusions and recommendations with regard to budgetary issues.

As budget lead in OAG, the incumbent works closely with the OAG-PPU Team Leader and the PMA-Budget. S/he likewise coordinates with the budget team in OPPD on the Mission Resource Request, the Congressional Budget Justification, the Operational Plan, and all Congressional Notifications, ensuring that these are submitted on time and accurately.

B. Financial and Contract Management

The incumbent provides technical guidance, in coordination with OFM staff, on USAID procedures and accounting control requirements to the OAG technical teams and implementing partners. This includes: 1) performing financial analyses, preparation of the financial accounting and reporting aspects of project design and implementation documents; 2) participating in the technical office's review of implementers' work plans and procedures manuals in determining the reasonableness of the recipients' budget proposals; 3) participating in portfolio implementation reviews, team meetings and other team activities, as determined appropriate, and providing financial input as needed.

The incumbent assists the OAG technical teams in preparing accruals, as well as in the analysis and facilitation of the teams' understanding of OFM's quarterly pipeline reports and related actions, to keep the pipeline within forward funding guidelines. The incumbent leads OAG in the Quarterly Financial Review (QFR) exercise, in coordination with the OAG Office Director/Deputy Office Director, AORs and CORs, and with OPPD. The incumbent attends audit entrance and exit conferences, and assists and ensures that the OAG technical offices are reporting accurate budget-related data to OFM.

The incumbent monitors the OAG technical teams' assistance and acquisition awards, end dates, and alerts A/CORs and/or activity managers to take necessary actions (e.g., including project extensions and close-outs, the sub-obligation of funds, etc.) to effectively manage their projects/activities. The incumbent ensures that the re-allocation of funds is carried out expeditiously and accurately to the appropriate projects/activities, through Change Notices/Memos and updates to the tracker in a timely manner. As the OAG lead on instrument close-outs, the incumbent assists the A/CORs and/or activity managers to take timely action to close-out

assistance and acquisition instruments, and to account for final vouchers and property. As the OAG focal link with OAA, the incumbent responds to contracting issues relating to budgets and financial matters related to Modified Acquisition and Assistance Request Documents (MAARDs), and Global Acquisition & Assistance System (GLAAS) requisitions, and other assistance and acquisition instruments. The incumbent also assists OFM with analysis of proposed costs for prospective partners (i.e., reviewing cost analysis). The incumbent also helps manage the Office Procurement Plan and Pipeline Analysis.

C. Supervision and Other Duties as Required

The incumbent supports the OAG Director and the PPU Team Leader in the management and monitoring of the overall OAG portfolio and carries out duties as assigned. The incumbent assists in the development of Mission reports and data gathering, contributes to various taskers with aspects related to budget (includes different data calls from the Special Inspector General for Afghanistan Reconstruction [SIGAR], USAID Office of Inspector General [OIG] and the Government Accountability Office [GAO]), and coordinates meetings and visits with counterparts and other donors.

The incumbent may provide direct supervision to a Project Management Assistant-Budget, should one be assigned. This would include training and mentoring and providing day-to-day oversight and quality control over that individual's work.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's degree in business administration, management, economics, accounting, financial management or a development-related field is required.

Experience: Incumbent must have at least five years of relevant work experience that demonstrates increasing responsibility for analyzing and evaluating program and budget issues, coordinating and guiding multi-faceted analytical and project management efforts for a complex international assistance organization. Experience working in the areas of budget management or program administration, particularly within the context of agricultural development assistance, and/or business administration, is strongly preferred. Experience with a USG agency, such as USAID, or with a non-governmental organization implementing development assistance, is very desirable.

Language: Level IV (Fluent) of English language reading/speaking and Level IV (Fluent) of Dari and/or Pashto speaking/reading is required.

Knowledge, Abilities and Skills: Knowledge of Microsoft applications (MS Word, Excel, Power Point, and Outlook) and of electronic information handling is required. In particular, an expert knowledge of Microsoft Excel is required. The incumbent should possess a thorough understanding of accounting principles. The incumbent will be expected to become familiar with USAID programming and budget policies, methodology, procedures, and documentation related to development assistance.

The position requires strong analytical skills, particularly math skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out financial analyses (using Microsoft Word and other databases). S/he must be highly organized, have exceptional interpersonal, communication (verbal and written) skills and the ability to organize and present program information in an effective manner. The incumbent must be articulate and able to explain and defend USAID programs, budgets, policies, objectives and procedures. S/he must be able to work in a team environment and under pressure. The incumbent must be a detail person, willing to spend the time needed to ensure that the work produced is comprehensive and accurate.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Project Management Specialist (Budget) (OAG1610)**

ANY/ALL application submissions after the closing date of November 22, 2015 will not be considered.

REQUIRED DOCUMENTS:

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
- 3. A current resume or curriculum vitae that provides the same information found on the DS-174 form;**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.
- Ø Applications submitted as RAR files will not be accepted by the system.

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